



Application for Employment

If not completing this form electronically, please use black ink and write legibly.

Position applied for _____	
Surname _____	Forename(s) _____
Contact Address: _____	Home Telephone: _____
_____	Mobile Telephone: _____
E-mail address: _____	

Education

Type of school / College/University	Examinations Passed	Grades

Please list any professional qualifications or membership of professional institutions:

Please give details of any other skills/qualifications/training courses that may be of relevance to your application e.g. computing, languages:

Employment History

Please state positions held during the last ten years. Note any periods of temporary employment/unemployment.

Present/Most Recent Position

Employers Name, Address & Nature of Business	Dates	Positions Held & details of main duties/responsibilities	Salary & Reason for Leaving

Previous Positions

Employers Name, Address & Nature of Business	Dates	Positions Held & details of main duties/responsibilities	Salary & Reason for Leaving

Please continue on a separate sheet if necessary

Please indicate the skills and experience you have to enable you to fulfil this position.

References

Please give details of two referees, one of which should be your present/most recent employer.
No contact will be made with your present employer until an offer of employment is being considered from this company or unless your permission is obtained.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address:

Address:

Tel:

Tel:

Email:

Email:

Do you possess a clean, valid driving licence?: Full Provisional

If successful, when would you be able to start employment? _____

Have you ever been convicted of a criminal offence? Yes No

If yes, please give details of offences, sentences and dates _____

An Access NI check is required for all Girlguiding Ulster positions.

Additional Information

Is there any additional information you wish to give in support of your application?
e.g. why are you applying for the position, which aspects of your recent working experience do you consider most relevant?

Declaration

In electronically submitting this application form, I declare that, to the best of my knowledge, the information I have given on this form is correct.

Signature _____ Date _____

EQUAL OPPORTUNITIES MONITORING

Girlguiding Ulster is committed to equality of opportunity for all job applicants.

The organisation selects those suitable for employment and advancement solely on the basis of merit and is also monitoring its activities to ensure that its equal opportunities policy is effectively implemented.

(1) Sex: Male Female (Please tick appropriate box)

(2) The disability Discrimination Act 1995 defined disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Having read this definition do you consider yourself as having a disability?

YES NO (Please tick appropriate box)

(3) Please indicate the community to which you belong by ticking the appropriate box below.

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant nor the Roman Catholic Community

(4) Please state your date of birth

Access to this information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. Whilst the organisation will treat the information given in this monitoring slip as confidential, applicants are advised that legal processes may require the organisation to disclose the information given on this slip to certain statutory bodies and, in some circumstance, open Tribunal.

The information will subsequently be transferred to the monitoring system operated for Girlguiding Ulster by the Monitoring Officer.

NOTE: It is an offence under the Fair Employment (NI) Act 1989 to give false information.